



## Human Resources

### Davie County Government

123 S. Main Street | Mocksville, NC 27028 | 336.753.6001

DavieCountyNC.gov



## Senior Library Assistant (Part-Time) Davie County Public Library

**Description of Work:** This position assists patrons at the Circulation Desk in all aspects of customer service and requires the ability to work independently and be a self-starter. Flexibility required. Includes days, evenings and weekends with some work at our Cooleemee Branch. Includes monthly book deliveries made throughout Davie county. Work is performed under the direct supervision of the Library Circulation Supervisor and will be evaluated annually through reports, quality and quantity of services delivered and daily observation. Regular, predictable, full attendance is an essential function of the job.

- Check in and out books, outreach materials, book drop, and other library media.
- Plan and organizing programs of interest for the community.
- Assist patrons in use of online catalog, digital resources, eReaders and tablets, public computers, and other equipment to locate books and other library media.
- Issue library cards.
- Collect fines and fees.
- Reserve meeting rooms.
- Shelving books as needed.
- Pack and unpack items for resource sharing and outreach deliveries.
- Curate all preschool items from outreach collection.
- Maintain updated route sheet and input patron data for outreach materials and records.
- Provide readers advisory and recommend items to patrons
- Answer telephone inquiries as well as transferring calls and taking messages
- Drive County vehicle for monthly book delivery
- Conduct regular vehicle assessment with timely inspections and maintenance.
- Performs all other work as assigned.

**Education and Experience:** One year of experience in a library and graduation from high school/ GED equivalent. Working knowledge of computer applications, resources, and technology to include knowledge of library systems and catalog searching. Working knowledge of computer applications, resources, and technology. Must be able to perform the basic life operational skills of crouching, reaching, standing, lifting, fingering, grasping, talking, hearing, and repetitive motions. Must be able to perform light work, exerting up to 40 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

**Salary:** \$12.00/hour (not to exceed 29 hours weekly) Non-Exempt

Apply online at [www.daviecountync.gov](http://www.daviecountync.gov) under employment

### Davie County is an Equal Opportunity Employer

Our Equal Employment Opportunity Plan is located at [www.daviecountync.gov](http://www.daviecountync.gov) under Human Resources.

